

Sample Consultant Selection Criteria

Short List

- **Professional qualifications necessary for satisfactory performance.**
 - Project manager and key team members are qualified to perform the work categories on the project.
 - Consultant's knowledge of standards and procedures.
- **Specialized experience and technical competence in the type of work required.**
 - Consultant has provided comparable projects they have been involved with.
 - Computer capability of the consultant.
- **Past performance on contracts with government agencies and private industry.**
 - Past performance evaluations.
 - References, if no past work has been performed by this consultant.
- **The capacity to accomplish the work in the required time.**
 - Consultant has adequate staff for this project.
 - Current workload of the consultant.
- **Understanding of the project.**
 - Consultant has demonstrated understanding of key elements of the project.
 - Consultant has provided comparable projects they have been involved with.
- **Approach to the project.**
 - Consultant has recognized and identified special circumstances on the project.
 - Consultant has provided logical approach to tasks and issues of the project.

Final Selection

- **Professional qualifications necessary for satisfactory performance.**
 - Project manager and key team members are qualified to perform the work categories on the project.
 - Consultant's knowledge of standards and procedures.
- **Specialized experience and technical competence in the type of work required.**
 - Consultant has provided comparable projects they have been involved with.
 - Computer capability of the consultant.
- **Past performance on contracts with government agencies and private industry.**
 - Past performance evaluations.
 - References, if no past work has been performed by this consultant.
- **The capacity to accomplish the work in the required time.**
 - Consultant has adequate staff for this project.
 - Current workload of the consultant.
- **Understanding of the project.**
 - Consultant has demonstrated understanding of key elements of the project.
 - Consultant has provided comparable projects they have been involved with.
- **Approach to the project.**
 - Consultant has recognized and identified special circumstances on the project.
 - Consultant has provided logical approach to tasks and issues of the project.
- **Quality of the interview.**
 - Interview was clear and concise.
 - Questions were appropriately answered by consultant.
- **Location of the project and knowledge of the area.**
 - If used, this criterion must be 10% or less of the total scoring.
 - Location criteria cannot be based on a political boundary (e.g. city or county limits).